

# PENETRATION PERMIT

NUMBER: \_\_\_\_\_

This Section to be Completed by Requestor			
Requestor: _____	Org./Company: _____	Date: _____	
Telephone: _____	Project/Task or Service Order #: _____		
Proposed Start Date: _____	Proposed Completion Date: _____		
Task:	Core Drilling <input type="checkbox"/>	Saw-Cutting <input type="checkbox"/>	Jack-hammering <input type="checkbox"/>
	Other (describe below) <input type="checkbox"/>		
Location, Depth, and Description of Work: (site drawings are required with this request)			

## Investigation Results

Utilities have been identified in the area of work. (If yes composite drawings MUST BE ATTACHED)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Operations are in or near an Environmentally Sensitive Site. (If yes, a Jobsite Hazard Evaluation is required)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ER Reviewer: _____			
Date Spotting Requested: _____			
<input type="checkbox"/> Drawings	Drawing #s: _____		

### Caution:

Exercise caution when penetrating, as unknown or uncharted utilities may exist. Wear personal protective equipment as appropriate. Eye protection and electrically-rated gloves are required, at a minimum, for all penetration activities. Wear dielectrically-tested boots as appropriate (e.g. saw-cutting

Electrical Spotter's Comments: _____			
Spotter's Name & Initials: _____		Date: _____	
Systems Engineer Comments: <b>REQUIRED FOR ALL DUCT BANK PENETRATIONS</b>			
Systems Engineer Signature: _____		Date: _____	
<b>NOTICE TO PROCEED</b> (Not valid without signature of Utility Coordinator, Penetration Coordinator & Authorizing Supervisor)			
List all attachments: _____			
Utility Coordinator's Signature: _____		Phone # _____	Date: _____
SNL Penetration Coordinator: _____		Phone # _____	Date: _____
Supervisor Authorizing Penetration: _____		Phone # _____	Date: _____

# Penetration Permit

1. This permit is **task-specific** for the job described on the other side.
2. This permit is required for each penetration area.
3. This permit is valid only from the proposed start date to the proposed completion date. **The Penetrator is responsible for maintaining the spotter's marks after permit is issued.**  
*Request a Re-Spot if spotter's marks are not clearly visible.*
4. This permit and all attachments **MUST BE KEPT AT THE PENETRATION SITE** during penetration activities.
5. This permit is not intended to be a complete work release document. Other documents or attachments may be required (e.g. Jobsite Hazard Evaluation, ER Site work release) prior to work.

**Caution** – SNL has taken reasonable steps to identify hidden hazards for the identified work location. The possibility exists, however, that unidentified hazards may be encountered. To mitigate risk, personnel performing penetrating activities are responsible for completing a site investigation using methods that would not penetrate hidden hazards (e.g. visual inspection) prior to performing penetration activities identified on this permit, and for using appropriate caution when utility locations cannot be identified.

**Personnel assigned this activity must wear the appropriate Personal Protective Equipment and use equipment that is in good working order and properly grounded.**

## DUCTBANK PENETRATIONS

1. All ductbank penetrations identified as having high voltage hazards require a task-specific procedure that is reviewed by the Supervisor Authorizing Penetration Activity, SNL Penetration Coordinator, FMOE High Voltage Team Leader, FMOE Electrical Systems Engineer, and the Safety Engineer.
2. Penetration Coordinator will hold a documented pre-task briefing prior to any duct bank penetration identified as having high voltage hazards. Attendance shall include Personnel Performing Penetration, Supervisor Authorizing Penetration Activity, SNL Penetration Coordinator, FMOE High Voltage Team Leader and/or Electrical Systems Engineer, Project Manager, and Safety Engineer.

**NOTE: These steps must be completed prior to Notice to Proceed signature by SNL Penetration Coordinator and Supervisor Authorizing Penetration.**

## SUSPEND WORK !!!

Any and all personnel working under this permit are authorized and required to stop any activity if:

- Conditions differ from those that have been investigated,
- Unusual odors are discovered during penetration activities, or
- There is any question about the validity of this permit or accuracy of the spotting or utility location.

Notify the SNL Penetration Coordinator (e.g. Construction Observer) immediately for instructions.

Obtain a penetration permit for any of the following activities:

1. Penetration of two inches or more into concrete slabs, floors, ceilings, roofs, or walls (does not include concrete sidewalks).
2. All penetrations into underground concrete-encased duct banks.
3. All penetrations when a site investigation cannot identify potential hidden hazards

## System Contacts:

<b>EMERGENCY .....</b>	<b>911 or 845-0911 for cellular phones</b>
Power distribution and perimeter lighting .....	844-3477
Communications.....	284-2009
Gas, steam, water, and sanitary/storm sewers.....	844-3222
Off-hour emergencies.....	844-8881 or 844-3842
Environmental Restoration .....	845-0836